

**KENTUCKY BOARD OF LICENSED
DIABETES EDUCATORS (KBLDE)
Special Meeting Minutes – January 27, 2015**

A meeting of the Kentucky Board of Licensed Diabetes Educators was held at the Office of Occupations and Professions on January 27, 2015.

MEMBERS PRESENT

Kim Coy DeCoste, Board Chair
Dr. Carrie L. Isaacs, Secretary
Dr. Mehdi Poorkay
Larry Smith

Occupations and Professions Staff

Jennifer Hutcherson, Board Administrator

Others

Matt James – Office of the Attorney General

MEMBERS ABSENT

Carolyn L. Dennis

CALL TO ORDER

A special board meeting of the Kentucky Board of Licensed Diabetes Educators was called to order by Kim Coy DeCoste, Board Chair, at 10:25 a.m. on January 27, 2015 at the Office of Occupations and Professions. A quorum was present.

APPROVAL OF THE MINUTES

Mr. Smith made a motion to accept the minutes of the regular meeting dated November 18, 2014. The motion, seconded by Dr. Isaacs, carried.

OCCUPATIONS AND PROFESSIONS REPORT

Ms. Hutcherson reported that Robin Vick, Board Administrator, was promoted to Administrative Section Supervisor as of January 1, 2015 and will assume her new role upon her return from maternity leave in early February.

BOARD CHAIRMAN'S REPORT

Ms. DeCoste reported that she and Dr. Isaacs have both been reappointed to the board for another term.

BOARD COUNSEL REPORT

Mr. James discussed a minor change to the regulation that needs to be made. Mr. Smith made a motion to authorize Mr. James represent the board at the ARRS meeting on February 9, 2015. The motion, seconded by Dr. Poorkay, carried unanimously.

NEW BUSINESS

The board discussed a draft letter to AADE regarding the conflict between state law and AADE career path program. Ms. DeCoste will finalize the letter and send it to Ms. Hutcherson to be sent out on letter head.

The board reviewed a list of licensees who have not renewed their licenses. Ms. Hutcherson will mail cease and desist letters out after the grace period deadline. Ms. Hutcherson will also send an email to all licensees informing them how to verify the status of their license using the online license verification tool on the board's website. The board further discussed the reinstatement process for those whose licenses expire due to non-renewal. Until such time as a reinstatement form is available and the regulation references the form, a letter requesting reinstatement and payment of the reinstatement fee will be the process for applying for reinstatement. Ms. Hutcherson will email Mr. James sample reinstatement forms from other boards to use as a template to create the form for KBLDE. Dr. Isaacs made a motion to authorize Mr. James to file a regulation change and reinstatement form with LRC upon Ms. DeCoste's authorization. Dr. Poorkay seconded the motion and it carried unanimously.

The board discussed questions received by email. Ms. Hutcherson will respond to these emails, with the guidance of Ms. DeCoste.

APPLICATION COMMITTEE REPORT

The board reviewed recommendations from the application committee for approval of five (5) applications for licensure. Ms. DeCoste made a motion to accept the recommendations of the application committee. The motion, seconded by Mr. Smith, carried.

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| 1. Megan Daniel – Master | 4. Nancy Semrau – Apprentice |
| 2. Catherine Hagood – Master | 5. Cynthia Todd – Apprentice |
| 3. Lena West – Master | |

TRAVEL AND PER DIEM

Mr. Smith made a motion to approve travel and per diem for today's meeting. The motion was seconded by Dr. Poorkay. The motion carried unanimously.

FUTURE MEETINGS

The next Board Meeting will be held April 21, 2015 at 10:00 a.m. at the Office of Occupations and Professions.

ADJOURNMENT

With no further business to discuss, Mr. Smith made a motion to adjourn the meeting. The meeting was adjourned at 11:42 a.m.

Respectfully Submitted:

Jennifer Hutcherson, Board Administrator